

## **Job Posting**

### **Administrative & Development Assistant**

#### **Reports To**

Executive Director

#### **Posting Summary**

Jocelyn House Hospice/Jocelyn Hutton Foundation is seeking a professional individual on a permanent, part-time basis. This position will be responsible for key administrative support function such as general office organization and efficiency; maintenance of the donor database and gift processing functions; payroll processing; support of fundraising and hospice activities; including administrative functions to support the Board, Executive Director and Management Team.

**For a full job description: [www.jocelynhouse.ca](http://www.jocelynhouse.ca)**

This position is a minimum of 32 hours per/week (.8 EFT) with some flexibility to increase/decrease hours at certain times of the year and will be determined with the successful candidate. This position is located at the Jocelyn Hutton Foundation Office (222 Osborne Street). Salary will commensurate with experience. Benefits package available.

**Please submit your cover letter and resume by Wednesday July 23, 2025 to:**

Stacey Grocholski, Executive Director  
Jocelyn House Hospice/Jocelyn Hutton Foundation  
177 Egerton Rd., Winnipeg, MB R2M 2W7  
Email: [sgrocholski@jocelynhouse.ca](mailto:sgrocholski@jocelynhouse.ca)

We are an equal opportunity employer and are committed to building a diverse and inclusive workplace. We encourage applications from individuals of all backgrounds and experiences. We are committed to a barrier-free recruitment and selection process. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

#### **About Jocelyn House Hospice and the Jocelyn House Foundation:**

Jocelyn House Hospice opened in 1985 as the first free-standing hospice in Western Canada. Founded by Bill and Miriam Hutton in memory of their daughter Jocelyn Hutton, who died at the age of 17, Jocelyn House was created as a result of Jocelyn's wish to die at home supported by family, friends and her community. Our mission is to carry on the dream of Jocelyn Hutton - adding life to final days for the terminally ill, and their loved ones, by providing care and comfort in a home-like setting.

In 2012, the Jocelyn Hutton Foundation was established to raise funds in support of Jocelyn House Hospice. The Foundation's mission is to carry on the dream of Jocelyn Hutton and to enhance and expand Jocelyn House Hospice to meet the increasing need for end-of-life care, while ensuring the mission and values on which our organization is founded are never compromised.